

COMMUNITY RELATIONS

Complaints from the PublicChallenged Controversial Materials

If a member(s) of the community make a complaint about specific books or materials used in the Stafford County Public Schools, the following procedure shall be followed:

1. The person receiving the complaint will:
 - a. Be courteous, but make no commitments.
 - b. Inform the complainant that he or she has the right to file a formal complaint on a form available from the principal's office.
 - c. Inform the principal of the complaint.
2. The principal will:
 - a. Give the complainant the form for filing a complaint.
 - b. Upon receipt of the written complaint and with the exception of adopted textbooks, may temporarily withdraw the material from use pending a decision.
3. The principal and the staff member(s) using the material will:
 - a. Examine the material being questioned.
 - b. Check general acceptance of the material by reading reviews or by other appropriate means.
 - c. Weigh values and faults against each other and form opinions based on the material as a whole and not on passages pulled out of context.

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- d. Meet to discuss the material and to prepare a report on it.
 - e. Meet with the complainant to discuss recommendations.
 - f. Submit a copy of the written objections, a copy of the report on the material and a report on the results of the conference with the complainant to the Assistant Superintendent for Instruction.
4. The Assistant Superintendent for Instruction will receive the reports from the principal. If the complainant has accepted the recommendations of the principal, the report will be forwarded to the superintendent as a matter of information. If the complaint has not been resolved, the Assistant Superintendent for Instruction will:
- a. Select, convene and chair a committee composed of principal(s), teacher(s) and parents to examine the disputed material and to review the written complaint and the principal's report. Membership should include persons who were responsible for the original selection of the material. The Assistant Superintendent for Instruction shall be a nonvoting ex-officio member of this committee.
 - b. Prepare a report for the superintendent based on the recommendation of the committee.
5. The superintendent will:
- a. Review the written complaint and the reports submitted to him.

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- b. Conference with the complainant.
- c. Render a decision in writing to the complainant.
- 6. The school board will:
 - a. Take final action regarding the complaint should the decision of the superintendent be appealed.
 - b. Inform the complainant and the principal in writing of the action.

Approved by Superintendent: April 6, 1987
Revised by Superintendent: July 1, 1993
Revised by Superintendent: April 23, 1996

STAFFORD COUNTY PUBLIC SCHOOLS
CITIZEN'S *REQUEST* FOR RECONSIDERATION
OF INSTRUCTIONAL RESOURCE

Title (and Author) _____ Copyright/
of Resource _____ Production Date _____

Type of Resource _____ Producer/ -
Distributor _____

_____ B & W _____ Sound _____ Reel _____ Speed in IPS _____ Hardback (No. of Pgs.)
_____ Color _____ Silent _____ Cassette _____ Length in Minutes
_____ Video _____ Disc _____ Speed in RPM _____ Paperback (No. of Pgs.)

Request Initiated by _____

Telephone _____ Address _____

City _____ Zip Code _____

Complainant represents;
_____ Self _____ Organization(Name) _____
_____ other Group(Identify) _____

1. To what do you object?

Please explain: (Cite specific portion of resource.)

_____ Obscene/Objectionable Language _____ Explanation:
_____ Suggestive Situations
_____ Ethnic/Cultural Bias
_____ Religion
_____ Inappropriate Level
_____ Sex Stereotyping
_____ Controversial Subject
_____ Other _____

2. What do you feel will be the problem in using this material?

_____ Prejudice _____ Emotionally disturbing to student _____ Presents a
the student in conflict with accepted views value judgement
_____ Other: _____

3. What are the positive qualities of this material?

_____ Esthetic values (acting, scenery, writing, etc.) _____ Technical Quality
_____ Educational Value (a good teaching resource) _____ Entertainment Value
_____ Suitable for a more advanced level (Specify _____)

4. Did you review the entire material? If no, which parts?

5. Are you aware of the judgement of this material by competent educators?

6. What would you like your school to do about this material?

_____ Do not assign it to my child _____ Other Comments:
_____ Withdraw it from circulation
_____ Send it back to the school and/or county resource review committee for reevaluation.